

Attendance Policies & Procedures

Explanation of Attendance Policy

24 hour Attendance Number (563) 259-3008

[Pre-Planned Absence Form](#)

Purpose of the Attendance Policy

The purpose of the Camanche High School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Camanche High School. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance.

Please take into account the TOTAL number of days your child has missed a class or classes due to very legitimate reasons such as: driver's license appointment, college visits, medical appointments, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of days out of class can interfere with learning.

The CHS Attendance Policy has been approved by the Camanche Board of Education. Any questions should be directed to the administrators responsible for attendance.

THE ATTENDANCE POLICY

Nine absences are permitted for each academic semester course before credit is lost. Absences beyond this number may result in loss of credit for the course or courses in which the student has been absent. Loss of credit in a course may result in failure to meet graduation requirements.

A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF UNEXCUSED ABSENCES AND/OR UNEXCUSED TARDIES.

Unexcused Absences:

- All absences not identified below as excused are considered UNEXCUSED
- Absences that are not explained by a Pre-Planned Absence Form, a telephone call from a parent that is not received before 9AM on the day of absence are considered UNEXCUSED
- An absence deemed "unexcused" by the administrator.
- Leaves class without permission.

Unexcused Tardies: (equals 0.50 unexcused absence per occasion)

- Occurs when a student arrives to a class without authorization after the bells rings.
- Students arriving more than halfway through the class without authorization will be considered absent.

Excused Absences, which do not count towards the loss of credit, include:

- Student illness (Medical documentation will be required after nine absences due to illness in order for further absences to be considered excused.)
- Death or critical illness in the family
- Response to a legal process
- Medical appointment (which cannot be scheduled outside of the school day)
- School related activities chaperoned by a district employee (field trips, sports, extra-curriculars, class meetings)
- Meeting with college representatives
- Suspensions: in-school or out-of-school
- Homebound instruction
- **Scheduled** office and guidance appointments
- Religious observance
- For juniors and seniors ONLY: 2 days for college visits are allowed. Students must fill out a Pre-Planned Absence Form available in the principal's office prior to going on a college visit AND notification from parent must be received.

COMMUNICATIONS FROM PARENTS

Please call the attendance secretary at (563) 259-3008.

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent telephone calls to excuse an all-day or morning absence must be received by 9AM on the day of the student's absence, or the absence will be classified as unexcused.
- Parent calls to request an early dismissal must be made before the student is dismissed in order for dismissal to be considered excused.
- Confirmation from doctor/ dental office upon return from appointment
- Provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.
 - Either party may request a meeting to further discuss a student's medical condition.

COMMUNICATIONS TO STUDENT AND PARENTS

Student and parents may access student attendance reports through JMC Parent Portal. Parents will be notified of **unexcused absences (or the equivalent of)**:

- First-Third Unexcused Absences:
 - Phone call from attendance secretary
- Fourth Unexcused Absence:
 - Phone call from attendance secretary
 - Excessive Absence Notification Letter: The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Fifth-Seventh Unexcused Absences:
 - Phone call from attendance secretary
 - A parent meeting will be scheduled after the SIXTH unexcused absence or the equivalent of the SIXTH absence
- Eighth Unexcused Absence:
 - Phone call from attendance secretary
 - Excessive Absence Notification Letter: The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Ninth Unexcused Absence:
 - Phone call from attendance secretary
- Tenth Unexcused Absence:
 - Phone call from attendance secretary
 - Retention of Credit Letter: The purpose of this letter is to inform the parent and student when a student is in jeopardy of losing credit and information regarding the Appeals Process will be included.

FOR THE REMAINDER OF THE 2017-18 SCHOOL YEAR, PARENTS WILL BE NOTIFIED VIA PHONE CALL AND LETTER FOR EVERY UNEXCUSED ABSENCE.

ANTICIPATED ABSENCES

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call and a Pre-Planned Absence Form.

DISMISSAL DURING THE SCHOOL DAY

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

1. Under rare or emergency circumstances, a phone call from a parent must be received by the attendance secretary prior to dismissal. A parent may come to the attendance office and personally request dismissal.
2. The student must sign out in the Attendance Office. If the student returns to school, the student must sign in at the Attendance Office to verify the time of his/her return and provide appropriate documentation.
3. Students returning from any type of outside of school appointment: doctor etc., must present a note upon return from the appropriate office to the attendance secretary.

Failure to meet the above conditions will cause any class absences to be considered unexcused. Such absences will be counted towards the unexcused absence total.

ILLNESS IN SCHOOL

- In case of illness while in school, the student must report to the main office/ nurse's office.
- The nurse, with parental permission, will make the decision to dismiss the student from school.
- Once the nurse has obtained permission to dismiss the student, the student will be released and excused.
- Students who become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, off campus) will be considered "unexcused" and may face disciplinary action.

CERTIFICATION OF ILLNESS

- After nine medical absences, it is required to seek documentation from a doctor that an illness exists.
- Doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. Such information must be presented ongoing and not at the end of a course.
- During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons. Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal in awarding credit.

LOSS OF CREDIT

- A student may lose credit in a course when the number of accumulated unexcused absences equals ten or more.
- When a student is in jeopardy of losing credit, the administrator and/or school counselor will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure.
- Students will be instructed to attend class, and the procedure to retain credit will be explained. Consistent attendance following the retention of credit notification strengthens a student's appeals case.
- Students, who flagrantly disregard the intent of the Camanche High School Attendance Policy and continue to accrue unexcused absences in a class/es after ten, may be removed from that class with a final grade of Withdrawn Failure (WF). The administrator/ school counselor, after consultation with the teacher, will determine under what circumstances this action will be taken.

TRUANCY MEDIATION

Students who are six years old and under sixteen (16) by September 15 fall under the compulsory attendance age. Excessive absences will be addressed through a truancy contract and involvement of the county attorney. Please see Iowa Code sections 299.1A. and 299.4 for further clarification.

Right Of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student's/parents' control. Students who are in jeopardy of losing credit will have an opportunity to

appeal to have credit awarded. A student's decision to appeal must take into consideration the student's total attendance record. Additional unexcused absences will weaken the student's appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student's appeal. Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for pursuing the appeals process, they should contact the counselor to identify what options are available.

THE APPEALS BOARD:

- Composed of the intervention team and the school counselor.
- Hears the student's case and makes a decision on whether to award credit.
- Written notification to the student and parent will be used to communicate the decision of the Appeals Board.
- The decision will only be reviewed by the Principal as a result of the introduction of additional information, which was NOT presented to the Appeals Board.
- A request for Principal's Review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s).
- Students wishing to appeal to the Principal must do so within two (2) school days following the receipt of the decision of the Appeals Board.
- A student must appear in person before the Appeals Board. Failure to do so will be an automatic denial of credit.

“FAST-TRACK” APPEALS

Under extremely rare and narrowly defined circumstances, a student who is in jeopardy of losing credit in one or more courses may not have to appear before the Attendance Appeals Committee to plead their case. Instead, the principal will appeal the student's possible loss of credit using the following criteria, along with input from the school counselor and/or intervention team, in determining which students to “fast-track”:

1. Absences excused due to documented illness (see “Certification of Illness”) or beyond student control
2. Teacher recommendation (classroom teacher(s) from course(s) in jeopardy)